

JOB DESCRIPTION

Impulse Coordinator

Division:	Global Advocacy
Department:	Advocacy and Marketing - Impulse Group
Country:	Vietnam
Supervisor Title:	Country Program Manager and Director of Marketing Technology – Global level
Prepared By:	Country Program Manager, HR Officer and Admin
Approved By:	Asia Bureau Chief

Summary:

This position will be based in Ho Chi Minh City to empower a generation of young gay men with vital education, safer-sex resources and a respect for oneself. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties & Responsibilities:

- Responsible for all day-to-day operations of any Impulse Group activities and on-going projects.
- Act as liaison between AHF and Impulse Group to ensure that all group activities and initiatives are in line with AHF policy and support the message and goals set forth by AHF and the programmatic guidelines of Impulse.
- Work closely with Country Team to be responsible for the Impulse program in Vietnam.
- Establish good relationship and communication mechanism with MSM community as well as national program.
- Make monthly/annual Impulse work plan/budget and report.
- Submit invoices for review/process associated with assigned projects; assign appropriate accounting code and obtain supervisor approval.
- Coordinate regular status calls/meetings for existing chapters, LA, Fort Laud., Atlanta, Mexico and India.
- Assist with and/or coordinate all Impulse community events. Responsible for coordinating event contractors and vendors in collaboration with Group Officers and AHF Country Team.

- Coordinate and/or assist with set-up and break-down before and after events.
- Responsible for coordinating the initiatives of Impulse Group Board Members, President and Vice-President with necessary parties.
- Responsible for coordinating submission of requests or content for review such as copywriting and marketing materials pertaining to Impulse Group and seeking AHF approval prior to dissemination.
- Works with the Director/Program Advisor to ensure that expenditures remain within budget targets and conform to AHF fiscal standards.
- Be a key person to promote condom use among target group as well as HIV voluntary testing;
- Be a key person to support key issue of target group, and act/ advocate for their rights
- Responsible for all day-to-day operations of any Impulse Group activities and on-going projects.
- Responsible for keeping reporting requirements related to budget and expenditure oversight for staff and contractor activities for all aspects of the Impulse Group up to date. Works with AHF-Vietnam Country Team to ensure that expenditures remain within budget targets and conform to AHF fiscal standards.
- Monitor the Impulse and affiliate websites for timely and relevant content, update and/or correct as necessary.
- Coordinate creation and submission of content for Impulse websites, Facebook and social media outlets.
- Monitor in coordination with AHF Marketing Dept., web analytics and marketing surveys to assess Impulse Group's efficacy and visibility within its target demographic and beyond.
- Maintain and update group databases including event participants and digital assets.

Participation in AHF Meetings/Committees:

Attends group/chapter meetings.
Attends Marketing and Advocacy meetings.
Attends local community meetings.
Attends other meetings as assigned.

Supervisory Responsibilities:

None

Education and/or Experience:

Bachelor's Degree and or relevant 2 to 3 years of experience.

Computer/Software Skills & Abilities:

To perform this job successfully, an individual should have knowledge of MS Office Word Processing Software, and Excel. Must be proficient at Adobe Illustrator and web design programs.

Language Skills:

Fluency in English required. Ability to read, analyzes, and interprets general business

periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from political groups, government agencies, private contributors, and the general public.

Other Skills & Abilities/Qualifications:

Communication Skills

- Good communication and interpersonal skills;
- Ability to read and interpret documents such as policy documents, safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondences;
- Ability to speak effectively before groups of employees or other people.

Mathematic Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs.

Reasoning Abilities

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Skills and Abilities

Must be able to travel 30% of the time.

Must be able to work flexible hours including evenings and weekends.

Must have at least one year of supervisory experience.

Certificates, Licenses and Registrations:

Holding degrees or certificates from a recognized university.

I have read the job description and agree to its contents. I acknowledge that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor(s), and when called upon. I also agree to assist in the formulation of a revised job description should the need arise in the opinion of my supervisor(s) and/or the Director of Human Resources.

Duration of post: One - year contract, extensions will depend on performance and availability of funds.

Application Procedures: Interested persons should submit a letter of interest in English, a C.V (with photo) and copies of education qualifications and others relevant certificates to Anh.Nguyenthimai@aidshealth.org. No telephone contact please.

Selection Process: Only short- listed applicants will be contacted for an interview.